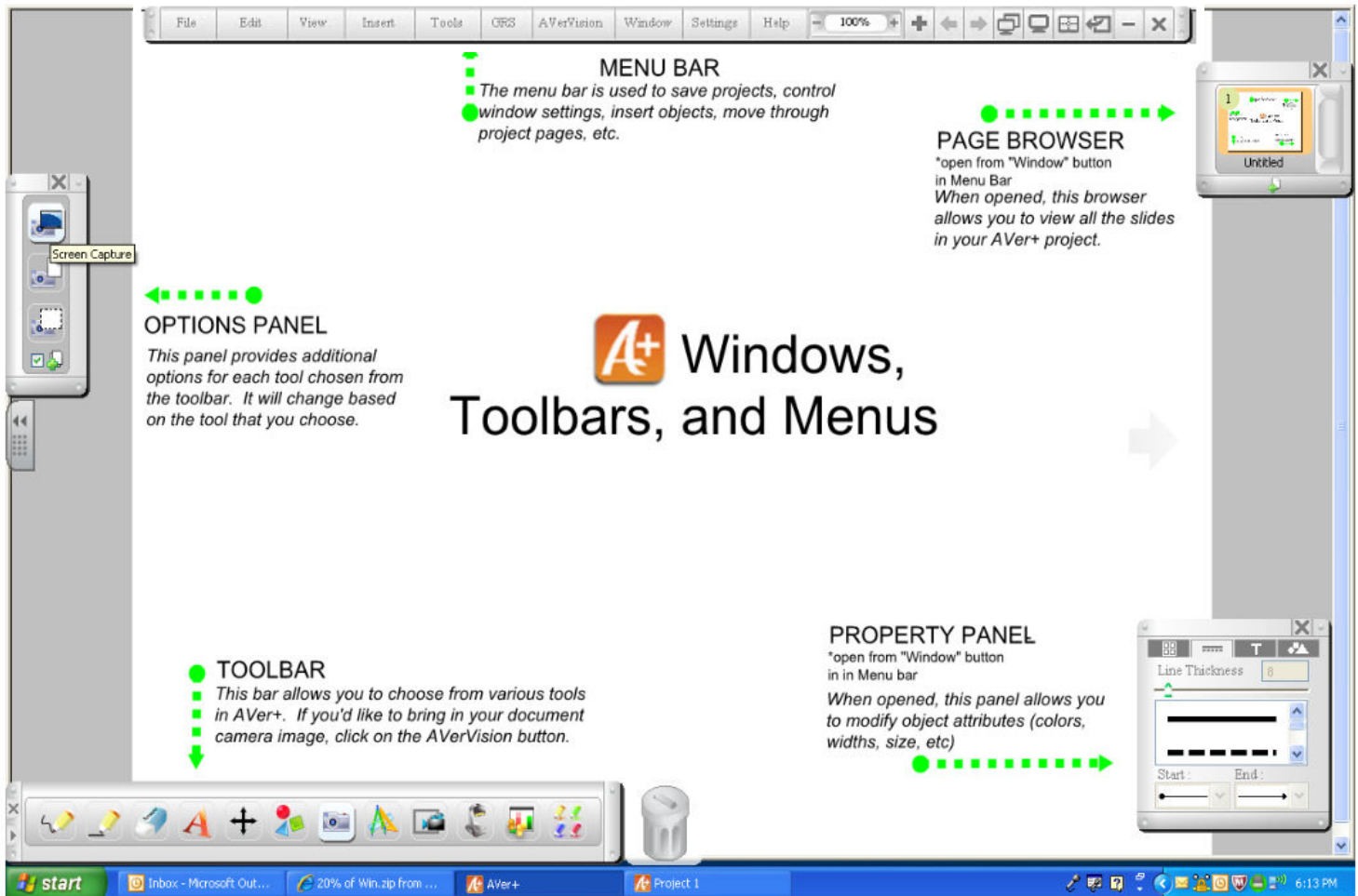
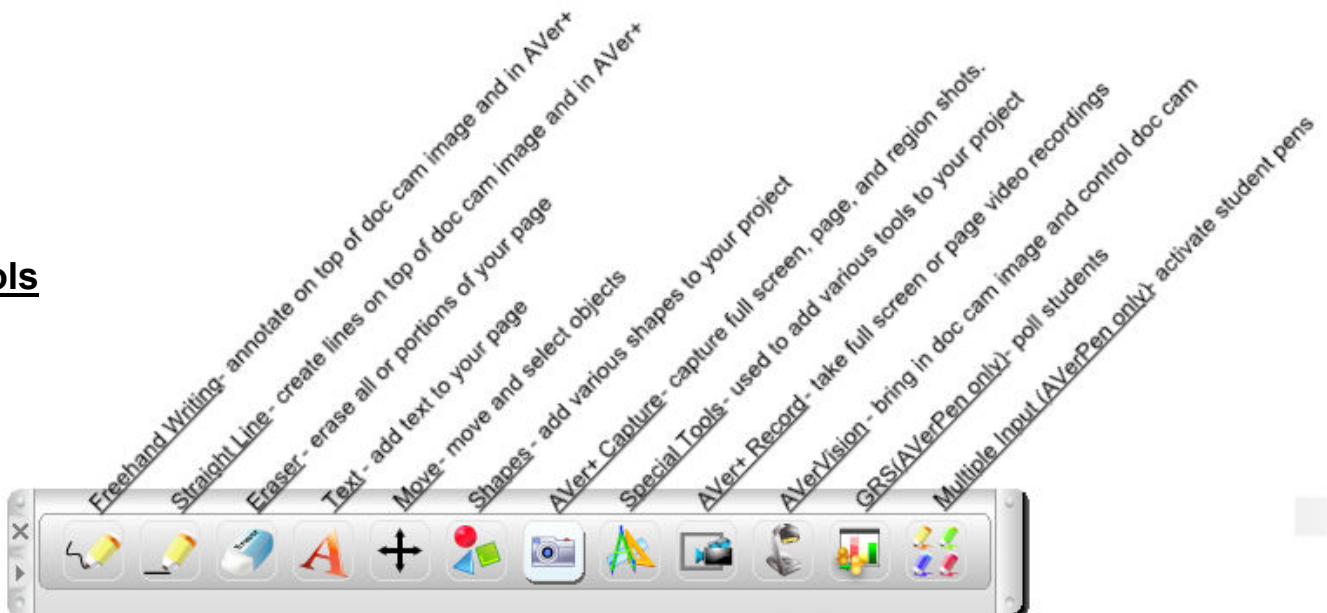


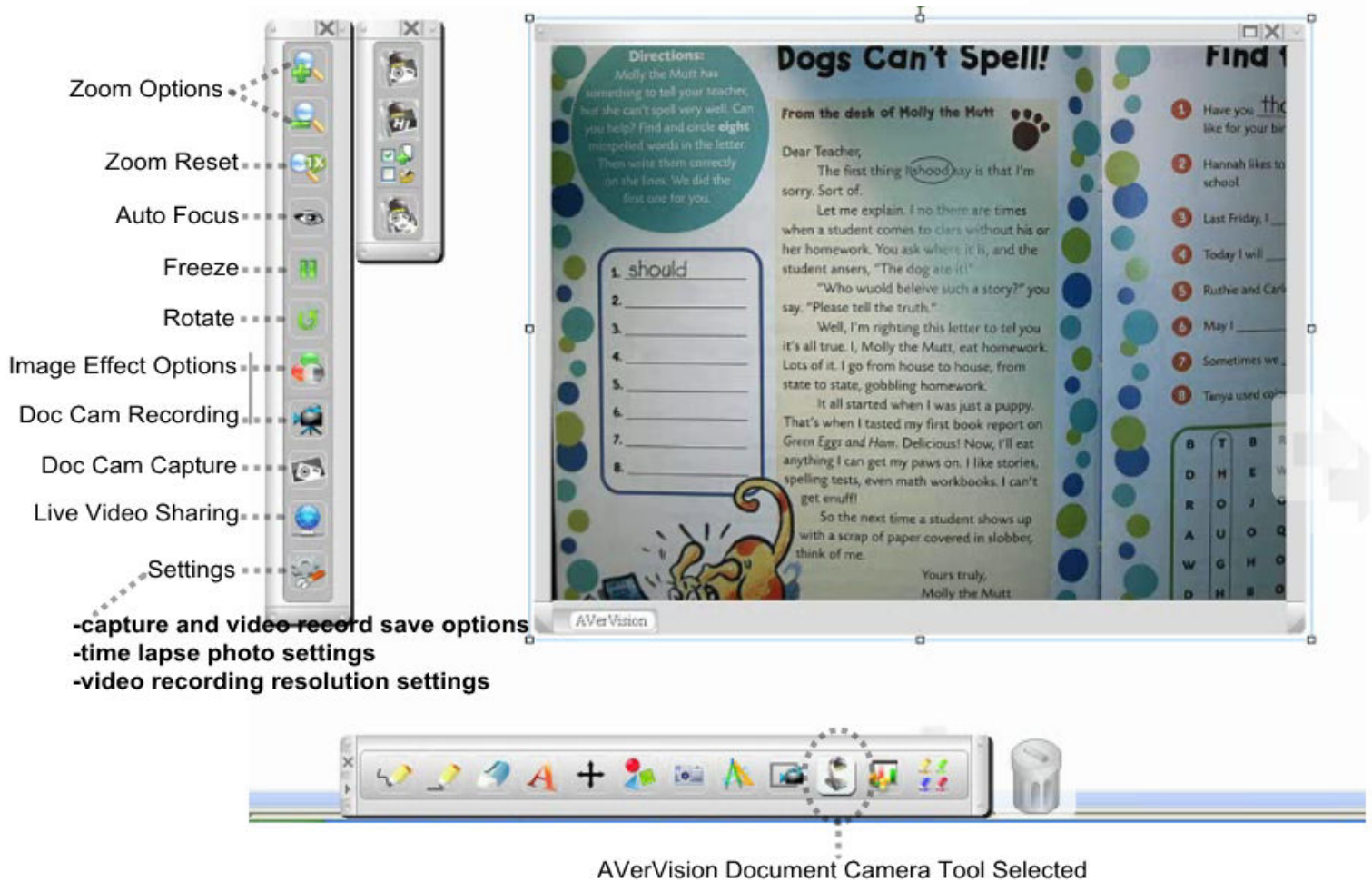
General Layout



AVer+ Tools



Inserting a Document Camera Image



INSERTING A DOCUMENT CAMERA IMAGE

To insert a document camera image, simply click on the picture of the document camera in the toolbar. Your doc cam image will appear on your page.

CAPTURING A DOCUMENT CAMERA IMAGE

If you'd like to capture the image, click on the AVerVision capture button in the "Options Panel"

Some additional options will appear in a smaller panel

- Single Capture
- High Resolution Capture
- Continuous Capture

Before clicking on the picture option you'd like to use, check the white box next to the blank sheet of paper to save your image to a new slide (recommended). You also have the option of saving your image as a .jpg file to your computer by checking the white box next to the folder*.

*If you are choosing to save your picture to your computer, prior to capturing your image, go down to the settings button in the options panel and choose a name and file for your picture. This will be the default folder until changed again. Any picture captured will be saved to that location if you check the box next to the folder.

RECORDING A VIDEO FROM YOUR DOCUMENT CAMERA

To record a video from your document camera, click on the AVerVision Record button in the options panel.

A small square menu will pop up. Simply, click on the round button to begin recording. To end recording click on same button.

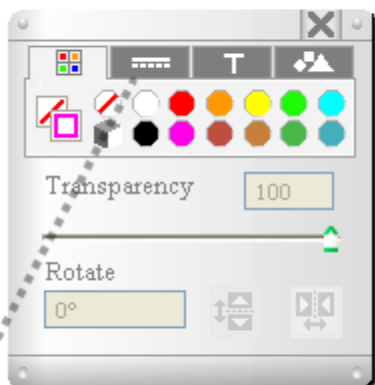
You have the option of saving your recording to another page in your project by checking the box next to new page. When your video is complete, you can view it by moving the cursor over the video window. Your video controls will automatically pop-up underneath the window.

Additional Notes

OPTIONS PANEL

The Options Panel is used to customize traits of various tools.

- Freehand
- Line
- Text
- Shapes



Using the tabs at the top of the panel will allow you to change color options, line options, text options, and shape options for the 4 tools listed above.

MOVE TOOL

Everything created on your AVer+ project page becomes an object.

Use the "Move Tool" from the tool bar to select objects, move objects, and also to access additional options for the object



Some additional options for an object include:

- copy and paste
- lock (use this to lock the object in place)
- infinite clone (creates an infinite # of copies of your image)
- transparency (change the transparency level of any object)
- delete your object

To make all the menus and panels disappear, double click the move tool in any white space. To make them reappear, double click again.

SAVING YOUR PROJECT

If you want to save your project, go to "File" in the Menu Bar and "Save." Your project will be save in .avp format as an AVer+ file.

VIEWING YOUR PROJECT

Use the left and right arrow buttons in the Menu Bar to flip through your AVer+ project pages.

TOOLBARS AND PANELS

If you've lost sight of one or all of your toolbars, go the the Menu Bar, Click on "Window" and hit "Reset Panel Locations"



AVer+ CAPTURE and AVer+ RECORD



These features are available in the toolbar. They are used for capturing images and recording video of your AVer+ project. These may or may not include your document camera image depending on whether or not you have a document camera image open on your page.

Additional Notes continued

VIRTUAL TRANSPARENCY MODE

At the right end of the Menu Bar you'll find the "Virtual Transparency Mode" button. Once clicked, the AVer+ page area will disappear. Your tools and options, however, are still available. You can now use the AVer+ annotation and recording tools on top of any other program or software on your computer.



When you'd like to return to the normal AVer+ software view, simply click on the "Return to Normal Mode" button* in the upper left hand corner of your screen.

*You will automatically be asked if you'd like a Screen Capture before returning to Normal Mode. This way, if you've created anything that you'd like saved, you can easily do so.

EXPORTING YOUR AVer+ PROJECT

AVer+ makes it easy to transform your project into a **PDF file**.

Find the "File" button in the Menu Bar.

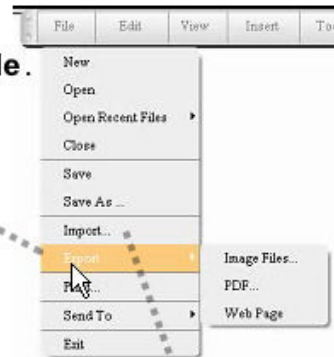
In the drop-down menu click on the word Export

Click on the word PDF.

A menu will automatically pop-up. Choose the options you'd like, select OK, select a destination, and your file will be saved in .pdf format.

You also have the option of exporting as a web page.

Just select the **Web Page** option.



IMPORTING .avp FILES TO YOUR PROJECT

If you have an AVer+ project file saved somewhere and you'd like to import it to your current project, you can very easily.

Go to the "File" button in the Menu Bar and click on the word "Import" in the drop-down menu.

In the menu that pops-up, browse through your system to find the .avp file you'd like to import and click on the word "Import".

Use the Page Browser to slide your imported page into the correct place.